

## **Model Community Guidelines Timber Harvesting Operation**

1. Practice waste reduction, reuse and recycling:
  - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
  - Practice double-sided photocopying
  - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
  - Purchase supplies in bulk where possible
  - Reuse scrap paper (e.g. Make into note pads)
  - Purchase oil and WD-40 in bulk containers and use refillable containers for use during operation, reducing number or on-time use items
  - Collect and carry back any broken metallic units and recycle in town recycling programs or with metal recycler
  - Use cloth rags to clean equipment; perhaps work with local recycling program that collects rags for reuse to assist in supplying some of your operation
  - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
  - Reduce use of Herbicides or substitute with less toxic substances
  - Puncture and recycle aerosol cans through metal recycler or community program (check with recycling committee for information on how to do this)
  - Research use of survey flags that are readily recyclable and/or made of recycled content
2. Use products made from recycled content:
  - Use motor oil with recycled content
  - Use retread tires to extent possible
  - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
  - Request that supplier/manufacturers use as much recycled content material in packaging as possible
  - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
3. Promote waste reduction and recycling:
  - Promote local community recycling efforts via bulletin boards or company newsletters; list meeting schedule and encourage employees awareness on the program
  - Promote “Carry In-Carry Out”, especially for any one-time use disposable; suggest keep bag container on or near machine to collect and bring back for recycling
  - Encourage employees to share magazines and newspaper subscriptions
  - Request supplier/manufacturers to provide system to take back non-recyclable packaging